

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 11-181

OPEN TO: All Interested Candidates
POSITION: Human Resources Assistant, FSN-7; FP-7*
POSITION NO: I-54361
WORK HOURS: Full-time; 40 hours/week
SALARY: *Not-Ordinarily Resident: US\$39,994 p.a. (Starting salary)
(Position Grade: FP-7 to be confirmed by Washington)
*Ordinarily Resident: Rs.722, 365 p.a. (Starting salary)
(Position Grade: FSN-7)

OPENING DATE: November 04, 2011
CLOSING DATE: November 17, 2011

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of Human Resources Assistant in the Human Resources Office.

BASIC FUNCTIONS OF POSITION:

Incumbent is responsible for processing a wide variety and full range of actions for American personnel, connected with the in-processing and out-processing of U.S. Direct Hire, EFM and PSC employees for all agencies at Post, accurately inputting data into Post Personnel (WEB Pass). Performs other related duties as assigned by supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

REQUIRED QUALIFICATIONS:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1 **EDUCATION:** Completion of College Degree is required (14 years of education).
- 2 **EXPERIENCE:** Three years of human resources or administrative experience is required.
- 3 **LANGUAGE:** Level III (Good Working Knowledge) Reading/Writing/Speaking English and Urdu are required. This may be tested.
- 4 **KNOWLEDGE:** Must have a good working knowledge of standard office procedures and operations.
- 5 **ABILITIES & SKILLS:** Must be tactful, possess good judgment, and be able to maintain effective working relationships with employees and their supervisors. Level III typing (minimum 45 wps) and good working knowledge of MS office is also required.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at HROIslamabad@state.gov. The Vacancy Announcement Number (e.g. 11-46) must be mentioned in the subject line of the email.

Please include all documentation regarding academic, professional and job related experience certificates/letters with your application. Incomplete applications or submissions received after the closing date will not be considered. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: November 17, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.